

**LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS**

SAN GABRIEL VALLEY TRAFFIC FORUM

**ADVANCED TRAFFIC MANAGEMENT SYSTEM
IMPROVEMENT PROJECT**

CONTRACT NO. PW 12716

**PROGRESS REPORT
For November, 2003**

Prepared by:



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December 30th, 2003

1. ACCOMPLISHMENTS/MILESTONES

1.1 TASKS COMPLETED & MILESTONES REACHED

None at this time.

1.2 TASKS IN-PROGRESS

Task 1 – Project Management

- SGVTF Project Web-Site
 - Currently working with County representatives to finalize the web-site
 - Developed sample web pages (e.g., Project Overview, Status, Agency Contacts, FAQ, etc.) web page layouts (e.g., look, content, color schemes, etc.), links to other pages, etc.
- SGVTF Meetings/Presentations
 - Contract requires up to five (5) such meetings

Item	Date	SGVTF Meetings/Presentations
1.	Nov 17, 2003	SGV TAC Monthly Meeting (Presented SGVTF project overview & IEN system overview)
2.		
3.		
4.		
5.		

Task 2 – Preliminary/Conceptual Design

- Conducted all SGVTF Agency follow-up interviews/meetings
 - Caltrans meeting scheduled for 12/6/03
- Translated all “raw” data/information obtained from interviews/meetings into completed Agency Survey Forms in electronic format (All SGVTF Agencies)
- Discerned “highlights” from Agency Survey Forms and developed Agency Interview Summaries (All SGVTF Agencies)
- Submitted annotated outline of “SGVTF Operational Objectives and System Needs” report to County for approval
- Continued to develop “SGVTF Operational Objectives and System Needs” report

1.3 ISSUES RESOLVED IN THE MONTH

None at this time.

1.4 DOCUMENTS SUBMITTED

During this period the following documents/memos/letters were submitted to the County:

Item	Title	Version	Date
1.	SGVTF – Agency Interview Summary	Draft	Nov 10, 2003
2.	SGVTF – Operational Objectives & System Needs Report (Annotated Outline)	Draft	Nov 12, 2003
3.	SGVTF – Progress Report (October 2003) & Invoice #1	Final	Nov 12, 2003
4.	SGVTF – SGV TAC Meeting/Presentation Materials (SGVTF Project Overview & IEN System Overview)	Final	Nov 17, 2003
5.	SGVTF– Follow-Up Items that TransCore Needs from Agencies (LA County, Irwindale, Duarte, Pasadena, Monrovia, South Pasadena, & Arcadia)	Memo	Nov 18, 2003

2. MEETINGS

During this period the following meetings and conference calls were conducted:

Item	Date		Description
	Meeting	Conference Call	
1.	Nov 7, 2003		Weekly Status
2.		Nov 13, 2003	Weekly Status
3.	Nov 17, 2003		SGV TAC Monthly Meeting SGVTF Project Overview IEN System Overview
4.	Nov 21, 2003		Weekly Status
5.		Nov 26, 2003	Weekly Status

3. OUTSTANDING TASKS

Task 2 – Preliminary/Conceptual Design

- The “Operational Objectives and ATMS System Needs” report is slightly behind schedule (due 11/25/03)
- This is primarily due to the amount of time necessary to schedule and conduct the Agency interviews/meetings in a manner that was convenient to all participants
- The report will be submitted 12/8/03

4. UPCOMING MILESTONES/DELIVERABLES

SGVTF Concept-of-Operations

- The ConOps report is behind schedule (due 12/11/03)
- This is primarily due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- The ConOps report will be presented to the SGVTF Agencies at a meeting scheduled for 1/15/04

ATMS User Requirements & ATMS Functional Requirements

- Both the ATMS user & functional requirements will be packaged into one (1) deliverable
- The ATMS requirements are behind schedule (due 12/11/03)
- This is primarily due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- The ATMS requirements will be submitted Jan'04

Agency Facility/System Requirements

- The Agency facility/system requirements are behind schedule (due 12/11/03)
- This is primarily due to the delays experienced within preceding tasks and the Holiday Season
- The Agency facility/system requirements will be submitted Jan'04

5. OTHER ISSUES

SGVTF Project Schedule

- At the County's request, TransCore shortened the SGVTF project schedule by approx. 9-12 mos.
- Because of this, many deliverables and their associated review will be behind schedule
- Both TransCore and the County will endeavor to successfully complete the SGVTF project in the most expedient manner possible

6. TASK STATUS – OVERVIEW

Task/Deliverable	Previous est. % Complete	Current est. % Complete	Complete Date (Planned)	Completion Date (Actual)
Task 1 - Project Management	5%	10%	10/26/04	
Task 2 - Preliminary/Conceptual Design				
Operational Objectives	10%	80%	11/25/03	
ATMS System Needs	10%	80%	11/25/03	
Task 2.3 - ConOps/System Requirements				
Initial SGVTF ConOps	0%	5%	12/11/03	
ATMS User Requirements	0%	5%	12/29/03	
ATMS Functional Requirements	0%	5%	12/29/03	
Agency Facility/System Requirements	0%	5%	12/29/03	
Sub-Regional Facility/System Requirements	0%	0%	1/13/04	
Integration User Requirements	0%	0%	1/21/04	
Integration Functional Requirements	0%	0%	1/21/04	
Communications Systems Requirements	0%	0%	1/28/04	
Task 2.4 - Area Architecture/LCCS Diagram	0%	0%	3/4/04	
Task 2.5 - Alternatives Analysis				
ATMS Alternatives	0%	0%	3/25/04	
Communications Alternatives	0%	0%	3/25/04	
LCCS Alternatives	0%	0%	3/18/04	
Systems Recommendations	0%	0%	4/8/04	
Task 2.6 - Conceptual Design Report				
ATMS Conceptual Design	0%	0%	6/4/04	
Communications Conceptual Design	0%	0%	5/13/04	
LCCS Conceptual Design	0%	0%	4/15/04	
Integrated Systems Conceptual Design	0%	0%	4/15/04	
Draft Conceptual Design	0%	0%	6/18/04	
Task 2.7 - O&M Plan	0%	0%	8/9/04	
Task 2.8 - Conceptual Design Workshop	0%	0%	8/16/04	
Task 2.9 - City Concurrence	0%	0%	9/7/04	
Task 2.10 - Final Conceptual Design	0%	0%	10/26/04	